

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 24 September 1953

FROM : Chief, Junior Officer Training Division

SUBJECT: Weekly Progress Report -- 18-24 September 1953

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1. A tentative evaluation report for J.O.T.'s has been worked out with [redacted] Unlike other forms designed for a similar purpose, it involves direct discussion between the Chief, J.O.T.D. and the individual's immediate supervisor, during which notes will be taken on questions. These questions are divided into two groups, the first of which consists of specific questions which will be asked in every case; the second group consists of qualities which may be pertinent to the individual but need not necessarily apply in any given case. This form of attack on the problem has, we think, definite advantages in that the direct contact with the supervisor avoids the routine aspects of paper pushing and filling out forms. It provides for relatively uniform interpretation of the quality of performance in that the reporting officer (in this case Chief, J.O.T.D.) is the same individual for all Trainees; that in spite of the great variety of duties performed by the various Junior Officers, they can be evaluated on a common basis in a number of important criteria. Another desirable aspect of this approach is that it provides direct contact between the Chief, JOTD and the supervisor and should, therefore, in the course of time create good or better relations between the Office and other components of the Agency.

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2. J.O. [redacted] has completed his training assignment with O&M and moves to ORR next Monday to continue his training. The verbal report of his supervisor on his performance has been highly complimentary.

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3. [redacted] of OCI reports general satisfaction with the progress of the work on [redacted] and has, indeed, made certain additions to the material to be covered. It is planned to complete the work by 1 October, at which time a complete report will be made. The provisionally cleared J.O.'s now working on the project will enter the Fourteenth B.I.C. the following Monday.

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3. J.O. [redacted] was fully assessed on 21 and 22 September. Pending training placement based on this assessment, he has been assisting the Chief, Training Aids Branch.

4. Files of two prospective candidates were reviewed; two interviews were held.

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